



ETP (Employment Training Panel) can fund various types of training programs. Historically, the following training topics have been the most commonly funded types of training for Construction Companies. Funding is not limited to these types of training. However, your company can decide what types of training will be provided. Training can be provided in house, by a training agency, or by a third party. Training providers should be California based, unless the training is so unique that a training provider cannot be found in California.

CONSTRUCTION COMPANY TRAINING TOPICS

BUSINESS SKILLS

- Accounting/Auditing
- Active Listening
- Business Problem Solving
- Business Writing
- Coaching
- Communication Skills
- Contract Management
- Credit & Collection Skills
- Customer Relations
- Effective Meetings
- Estimating
- Financial Risk Analysis
- Forecasting and Budgeting
- Goal Setting, Company Vision
- Interpersonal Skills
- Inventory Control
- Job Costing
- Leadership
- Managing Change
- Marketing & Business Development
- Product Knowledge
- Project Management
- Report Writing
- Time Management

COMPUTER SKILLS

- 3-D Modeling
- Accounting Applications
- Accounting E-Mail Marketing Tools

- Acubid
- Adobe
- Auto CAD
- Bela
- Bid2Win Estimating
- BIM –Virtual Construction
- Blue Beam
- Blue Beam
- Building information modeling
- Computer Aided Design (CAD) - Auto Desk
- Construction Crystal Reports
- Cost Reporting/ Job Site Financial Applications
- Engineering and Document Control
- ERP/MRP Financial
- Estimate Breakdown
- Estimating Software Applications
- Microsoft Office
- MS Project
- Navisworks
- New Time-keeping System
- Onscreen Takeoff
- P 6 Scheduling
- Prolog
- Purchase Order Tracking
- Revit
- Sage Contractor 100
- Scheduling Software
- Spectrum
- SQL Server – Microsoft Software
- Timberline

- Tool Watch

- Warehouse Procedures (Shipping, Receiving, Order Processing)

Commercial Skills

- Bidding Techniques
- Blueprint Reading
- Building Codes
- Construction Best Practices
- Construction Defects
- Construction Math
- Construction Spanish
- Construction Techniques
- Engineering Best Practices
- Equipment Operations/Maintenance
- Estimating Procedures and Processes
- Field Operation procedures
- Glass Installation
- Green Construction
- Inspection Techniques
- Intermediate and Advanced Site Safety Procedures
- Inventory Control-Cycle Counting
- Leadership Energy Environmental Design (LEED)
- Picking/Packing)
- Pre-construction scheduling
- Quality Control
- Solar Photovoltaics
- Surveying
- Training Workshop

CONTINUOUS IMPROVEMENT

- Lean Construction Techniques and Processes
- Green Building Design and Construction
- Strategic Planning
- Process Improvement
- Teambuilding
- Decision Making Skill
- Leadership skills for frontline workers
- Job Cost Process
- Project Management
- Statistical Analysis
- Time Management
- Scheduling
- LEED Certification Requirements
- Sustainability in the Construction Industry
- Active Listening
- Managing Change
- Problem Solving
- Process Improvement
- Productivity Improvement
- Project Planning
- Performance Improvement

OSHA 10/30 (Certified OSHA Instructor)

- OSHA 10 (requires completion of 10 hours)
- OSHA 30 (requires completion of 30 hours)